

PLAS Program Management Center  
Defense Contract Management Command

PLAS - O - GRAM <97-20> Program Codes for Union Officials

PLAS Process Owners,

The House Appropriations Committee on Treasury, Postal Service, and General Government has mandated reporting use of official time by Union Officials. Union Official means any current DCMC employee who is an elected or appointed official of any union at any level of organization. This includes national or local officers, stewards, etc.

Three new programs will be installed to collect the required data. The codes, titles and definitions are shown below. **These new program codes are for use by Union Officials only. Other DCMC managers, supervisors or employees should NOT use these codes.**

The codes will appear in your PLAS menus NLT 28 December 1997 and in PLAS on-line help screens as soon thereafter as possible. Data reporting using these new codes should begin NLT 1 January 1998.

**Program NP043 Negotiations** – For use by Union officials only. Includes time used by union representatives for, or in preparation for: (1) negotiations over a basic agreement; (2) negotiations over the supplementation or renegotiation of that agreement or under a reopener provision in that agreement; and (3) negotiations occurring during the term of that agreement (i.e., mid-term bargaining). This category includes both interest based and position based negotiations. FMCS, FSIP, and interest arbitration services are also included in this category. Use this code in conjunction with Process 214 – Union Issues.

**Program NP044 General Labor–Management Relations** – For use by Union officials only. Official time authorized for representational functions in connection with all other activities not covered by the categories of Negotiations and Dispute Resolution. This category might include labor-management committees, partnership activities where the union is represented, consultation, predecisional meetings, walk around time for OSHA inspections, labor-relations training for union representatives, and formal Weingarten-type meetings under U.S.C. 7114(a)(2)(A) and (B). Use this code in conjunction with Process 214 – Union Issues.

**Program NP045 Dispute Resolution** – For use by Union officials only. Official time granted for employee representation functions in connection with such things as grievances, arbitrations, adverse actions, alternative dispute resolution (ADR), and other labor relations complaints and appellate processes. This category may also include union counseling of employees on problems, phone calls, e-mails, and meetings with management concerning employee complaints/problems that are pre-grievance or pre-complaint, but not part of any formal ADR process. Use this code in conjunction with Process 214 – Union Issues.

PLAS Administrators, please tailor your distribution of this information. While these codes do not apply to most DCMC associates, they should know enough NOT to use these codes. If you unaware of any Union officials at your CAO, I suggest you hide these codes.

Address questions regarding these program codes to Vicky Paskanik at [vicky\\_paskanik@hq.dla.mil](mailto:vicky_paskanik@hq.dla.mil). Direct PLAS questions to the PMC via 1-888-PLASINFO or [PLASHELP@dcmcc.dla.mil](mailto:PLASHELP@dcmcc.dla.mil).

Respectfully,  
Don Peterson  
PLAS Program Manager